

NEW HIRE ORIENTATION CHECKLIST – Statewide	
Effective Date: December 28, 2022	Revised Date: July 1, 2024
Supersedes: DHR New Hire Checklist 05/22/2020	Application: Executive Branch Agencies not using Delaware Launchpad (DLP)

Welcome to the State of Delaware. As a new employee of this agency, you will be ushered through an Onboarding process. One of the most important steps of onboarding is Orientation. This checklist is provided as a tool to assist you in organizing and keeping track of all the forms and back-up documentation you will need to read, complete, sign, and submit to your agency’s Human Resources (HR) Representative/Benefits Representative (HR/Ben Rep) to complete the New Hire Orientation. In addition, if you are benefit-eligible, you will also find all the information you will need to enroll in any Benefits. Your agency may also require additional Onboarding items.

Step 1. If you are benefit-eligible, please complete the online New Hire Orientation modules. The current website provides valuable information to you as new benefit-eligible hires to the State. If you are a new casual/seasonal employee, there is information listed under Casual/Seasonal tab and your

agency HR/Ben Rep will provide any additional information needed for your hiring process.

Step 2. Complete the required Employment Forms and provide supporting documents to your HR/ Ben Rep on or before your first day of work.

Step 3. If you are benefit-eligible, complete the Health, Dental, and Vision Benefits Enrollment Form and provide all required documents/forms to your agency’s HR/Ben Rep.

Step 4. If you are interested and eligible in enrolling in any Additional Benefits, follow the instructions on pages two (2) and three (3) of this checklist.

Step 5. Acknowledge all required Statewide Notices and Policies by targeted deadlines.

Step 6. Attend all required Statewide Training by targeted deadlines.

Step 7. Complete any agency-specific Onboarding requirements.

Step 1: Complete Online New Hire Orientation Modules
<p>Complete the online New Hire Orientation modules on or before your first day of employment if you are benefit-eligible.</p> <p>This part of the orientation can be found at DHR - New Employee Orientation (delaware.gov)</p>

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Step 2: Employment Forms and Required Documents	
<u>Direct Deposit Authorization Form</u>	Submit signed original to HR
Voided Check; OR	Hard copy to HR
Bank Statement	Hard copy to HR
<u>Employee Information Form</u>	Submit signed original to HR
<u>I-9 Employment Eligibility Verification Form</u>	Submit signed original to HR
Required Form(s) of Identification	Hard copy to HR
<u>State of Delaware Oath to Support the Constitution</u>	Submit signed original to HR
W-4 Employee's Withholding Allowance Certificate	Submit signed original to HR
<u>Federal Tax Withholding Form</u>	Submit signed original to HR
<u>State of Delaware Tax Withholding Form</u>	Submit signed original to HR
For Benefit-Eligible Employees:	
<u>State Employees' Pension Plan Summary Description</u>	
<u>Pension Actuarial Form (P-1)</u>	Submit signed original to HR
<u>Designate or Change Beneficiary for Pension Contributions</u>	Submit signed original to HR
Step 3: Health, Dental, and Vision Enrollment/Change Form and Required Documents for Benefit-Eligible Employees	
Forms and required documents must be submitted within 30 days of the employee's enrollment date.	
<u>Health, Dental, and Vision Enrollment/Change Form</u>	Submit signed original to HR
Social Security Card (Self)	Signed original to HR
If you will be covering your spouse under your State of Delaware health plan, you need to submit the following documents:	
Spousal Coordination of Benefits Form (Complete online)	Submit original online
Marriage Certificate	Hard copy to HR
Spouse's Social Security Card	Signed original to HR
If you will be covering your dependent child(ren) under your State of Delaware health plan, you need to submit the following documents:	
Dependent Coordination of Benefits Form(s) (Only if dependents have other health coverage)	Signed Original to HR; Retain copy
Dependent(s) Social Security Card	Original, with/without signature, to HR
Dependent(s) Birth Certificate/Legal Document	Hard Copy to HR
Step 4: Additional Optional Benefits for Benefit-Eligible Employees	
If you are interested in enrolling in any of the following plans, please follow the instructions below:	
Administered by the <u>Statewide Benefits Office (SBO)</u> <u>New Hire Enrollment Quick Reference Guide</u>	

Accident & Critical Illness Insurance

Enroll during your initial 30-day eligibility period. Otherwise, you will need to wait until the next Annual Benefits Open Enrollment or until a qualifying event occurs. Visit the Statewide Benefits Office (SBO) website at [DHR - Division of Statewide Benefits \(delaware.gov\)](https://delaware.gov) and follow the navigation:

Select your group > Accident & Critical Illness Insurance > Enroll or Make Changes.

Flexible Spending Account

Enroll within the first 30 days of hire. Coverage is effective the first of the month following the date of hire. Otherwise, you will need to wait until the next Annual Benefits Open Enrollment or until a qualifying event occurs. Visit the Statewide Benefits Office (SBO) website at [DHR - Division of Statewide Benefits \(delaware.gov\)](https://delaware.gov) and follow the navigation:

Select your group > Flexible Spending Account > Enroll or Make Changes.

Life Insurance

Enroll during your initial 30-day eligibility period or anytime throughout the year. Visit the Statewide Benefits Office (SBO) website at [DHR - Division of Statewide Benefits \(delaware.gov\)](https://delaware.gov) and follow the navigation:

Select your group > Life Insurance > Enroll or Make Changes.

Pre-Tax Commuter (Employer-Provided Code Word: DE)

Eligible to participate upon hire or anytime throughout the year. Visit the Statewide Benefits Office (SBO) website at [DHR - Division of Statewide Benefits \(delaware.gov\)](https://delaware.gov) and follow the navigation:

Select your group > Pre-Tax Commuter Benefit > Enroll or Make Changes.

Administered by the [Office of the State Treasurer](https://delaware.gov)

Deferred Compensation

Eligible to participate upon hire, after first paycheck has been issued, or at any time. Visit <https://delaware.beready2retire.com/> or delawaredefer.com.

Step 5: Required Acknowledgment of Receipt of Policies and Notices

Upon an employee's start date, Notices and Policies will be assigned to read and review in the Delaware Learning Center (DLC) within specific time frames. For Notices, employees must mark the item "Mark Complete" in the DLC. For Policies, employees must mark the item "Mark Complete" and "Acknowledge" the item in the DLC, confirming that they take responsibility for having read, understand, and agree to comply with all the information contained in the documents or policies and procedures.

If an employee does not have a State e-mail (which provides access to the DLC), these documents will be provided for their review and acknowledgment during New Hire Orientation.

Step 6: Required Statewide Trainings

Required trainings will be assigned to employees from the Delaware Learning Center (DLC) upon hire and during the first year of employment. Each employee must complete the assigned trainings within specific timeframes provided by the DLC. For an employee without access to the DLC, these trainings may be conducted in a group setting during New Hire Orientation.

Step 7: Agency Required Onboarding

Your agency may require additional onboarding requirements.

Your agency's HR/Ben Rep. designated agency personnel or supervisor will provide any additional information or resources.